

AT A COUNTY COMMISSION HELD FOR PENDLETON COUNTY, WEST VIRGINIA, AT THE COURTHOUSE, ON WEDNESDAY, AUGUST 1, 2023 AT 9:00 A.M.

COMMISSIONERS PRESENT: CARL HEVENER, PRESIDENT AND ROGER DAHMER AND JIMMIE BENNETT

OTHERS PRESENT: ELISE WHITE, COUNTY CLERK; KAREN PITSENBARGER, COUNTY ADMINISTRATOR; RICK GILLESPIE, EMERGENCY SERVICES COORDINATOR; DIANA MITCHELL, 911 DIRECTOR; LAURA BROWN, EDA DIRECTOR; APRIL MALLOW, PROSECUTING ATTORNEY; STEPHEN SMOOT, THE PENDLETON TIMES; DAVE ELLIS, PCER; RICHARD DENNIS, WV ATTORNEY GENERAL OFFICE REPRESENTATIVE

Commissioner Dahmer led those present in prayer. Commissioner Hevener opened the meeting.

Minutes of the July 18, 2023 meeting of the County Commission, on motion of Commissioner Dahmer, were unanimously approved.

Maintenance:

Karen Pitsenbarger, County Administrator, contacted Parrish's Carpet Service to replace tile flooring at Rescue Squad building. Dave Ellis requested that not replace with tile.

Mr. Ellis spoke about the lack of air conditioning in the Franklin Squad Bay and the impact on their medications stored on the ambulance. Diana Mitchell suggested looking into climate-controlled boxes that the medicines could be stored in.

He also mentioned the loose blacktop near the Health Department. The Commission informed him that they were looking into a solution.

The timeclock has been installed at the 911 center and is in use. Rick Gillespie, Emergency Services Director, stated that he will need to order swipe cards for a couple employees who are having difficulty with the fingerprints.

Laura Brown, EDA Director, updated the Commission on the broadband grants. The County was not awarded the MBPS gig-ready grant. However, three other grants were approved for the Pendleton and Grant County areas. The ECF grant for the schools was granted an extension until June 2024.

Ms. Pitsenbarger informed the Commission that the handicap ramp had been enlarged. She stated that Lantz mentioned the concrete needed to cure for a month before installing the handrails. Jeff Mitchell with Triad Engineering and C.R. Newlin with Mid Atlantic Petroleum Services have checked out the removal and replacement of the heating fuel tank and indicated that they will send quotes for the work.

Elise White, County Clerk, and Ms. Pitsenbarger reviewed the County Handbook and recommended several changes. On motion of Commissioner Dahmer, vote unanimous, all changes were approved.

On motion of Commissioner Bennett, vote unanimous, the Commission approved the Sheriff's Commission for tax collections for the fiscal year ending June 30, 2023 in the amount of \$15,000.

The Commission reviewed the Sheriff's settlement for fiscal year ending June 30, 2023.

April Mallow, Prosecuting Attorney, told the Commission that her secretary had resigned. Ms. Mallow has placed an ad in The Pendleton Times and has received two applications to date.

The following appointments of administrators, executors, etc., done by the clerk in vacation of the Commission, were this day presented to the Commission, approved on motion of Commissioner Bennett, and unanimously confirmed.

United States of America

State of West Virginia



County of Pendleton, ss:

Clerk's Fiduciary Report

Estate from Monday, July 17, 2023, through Monday, July 31, 2023

The County Commission of Pendleton County this day proceeded to examine the report of the Clerk of the Commission of the Fiduciary and Probate matters had before her during the vacation of the Commission, and it appearing to the Commission that all of the proceedings had therefore ordered that the said report and matters thereto contained be and the same is hereby ratified and confirmed. Said report is in words and figures as follows, to-wit:

On, Tuesday, July 18, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **ALAN SHELLY**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

REBECCA SHIBLEY-THOMAS, who was named in the last will and testament of **ALAN SHELLY**, deceased, as ADMINISTRATRIX CTA thereof, qualified as such. No bond was required.

The last will and testament of **STEPHEN WARREN PROPST**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

NATHAN WARREN PROPST, who was named in the last will and testament of **STEPHEN WARREN PROPST**, deceased, as EXECUTOR thereof, qualified as such. No bond was required.

On, Thursday, July 20, 2023, the following matters were disposed of in the presence of the Clerk:

The said estate of **DENNIS W. BEACH SR.**, deceased was referred to **WILLIAM H. JUDY III**, a FIDUCIARY COMMISSIONER for the Pendleton County, for settlement thereof.

On, Wednesday, July 26, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **ROBERT J. FISHER, JR.**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

ROBERT EDWIN FISHER, who was named in the last will and testament of **ROBERT J. FISHER, JR.**, deceased, as ADMINISTRATOR CTA thereof, qualified as such. No bond was required.

On, Monday, July 31, 2023, the following matters were disposed of in the presence of the Clerk:

The last will and testament of **CLARENCE A. HOTEN**, deceased, was proved by the affidavit of the attesting witnesses and the same was admitted to probate and record.

JENNIFER HOTEN, who was named in the last will and testament of **CLARENCE A. HOTEN**, deceased, as EXECUTRIX thereof, qualified as such. No bond was required.

Elise M. White, Clerk

July 31, 2023

The following settlements of accounts were this day presented to the Commission and approved on motion of Commissioner Bennett, and unanimously confirmed:

David Ray Brady, Administrator of the **Estate of John Stanley Brady, deceased**; Affidavit and Waiver of Final Settlement

Judy C. Simmons, Executrix of the **Estate of Irine Mary Kuykendall, deceased**; Affidavit and Waiver of Final Settlement

On motion of Commissioner Bennett, vote unanimous, the following exonerations were approved:

EXONERATIONS:

- Ronald W. Sr. & Christine Bowers, Sugar Grove District, \$135.80
- Brent Wimer, Union District, \$4.07
- Emery Childers, Union District, \$112.76
- PCC Professional Buildings, LLC, Franklin Corporation, \$60.84
- Holly Ours, Circleville District, \$128.53
- John Armstrong, Sugar Grove District, \$654.69
- Charles & Mary Edgar, Mill Run District, \$2,474.46
- Pamela T. Brace, Sugar Grove District, \$241.80
- Matt Auville, Union District, \$52.35
- James K. & Stephanie Adamson, Bethel District, \$257.06
- Teresa L. Crigger, Sugar Grove District, \$577.82
- Rebecca McConnell, Bethel District, \$1,132.98
- Adam Wheeler, Bethel District, \$347.91
- John Shannon Sites, Union District, \$241.50
- Ronald & Karen Pitsenbarger, Sugar Grove District, \$60.42
- Doug & Vicky Simmons, Franklin Corporation, \$300.45
- James Holston, Sugar Grove District, \$4.20
- Gregory R. Hoover, Sugar Grove District, \$699.10
- Smoke Hole Canyon, LLC, Mill Run District, \$832.97

INCREASES:

- Josephine Jordan & Rebecca Bates, Union District, \$35.04
- Rebecca McConnell, Bethel District, \$566.49
- Karen Sue Schulz & Vicki L. Grypa, Sugar Grove District, \$237.92
- Kenneth & Diane Long, Union District, \$132.81
- Smoke Hole Canyon, LLC, Mill Run District, \$1,102.30

ORDERED THAT THE FOLLOWING ALLOWANCES BE MADE PAYABLE OUT OF:

GENERAL COUNTY FUND:	Check Nos. 34197 – 34235	\$94,313.51
COAL SEVERANCE FUND:	Check Nos. 200181 – 200184	\$1,267.05
911 FUND:	Check Nos. 4004 – 4011	\$3,091.07
PARKS & RECREATION FUND:	Check Nos. 1366 - 1368	\$2,988.77
AMERICAN RESCUE PLAN ACT FUND:	Check Nos. 120 – 121	\$61,932.23

ORDERED THAT COMMISSION DO ADJOURN ON MOTION OF COMMISSIONER DAHMER, VOTE UNANIMOUS, UNTIL THURSDAY, AUGUST 17, 2023.

President